



CITY OF BROOKSVILLE
JOB DESCRIPTION

POSITION TITLE: Planner
DEPARTMENT: Community Development
DIVISION:
SUPERVISED BY: Comm. Dev. Director or Senior City Planner

JOB SUMMARY/OVERVIEW OF THE POSITION:

Performs professional work in coordinating and developing plans and programs for the use of land and physical facilities within the City of Brooksville. Work includes research, analysis, report writing, and public presentations related to comprehensive planning, land use, zoning, and community development. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- Serve as staff to the Planning Commission, committees, and citizen task forces in developing neighborhood and citywide plans and programs.
- Research, draft, and present zoning staff reports, recommendations, and related documents.
- Collect, organize, and analyze data; prepare GIS maps; and conduct field surveys on various planning topics.
- Participate in policy analysis and develop alternative proposals for comprehensive plans, urban design guidelines, redevelopment projects, and land use regulations.
- Prepare written plans, reports, and public presentations on planning work and recommendations.
- Apply professional planning ethics and adhere to applicable regulations, policies, and standards.
- Perform related duties as assigned.
- Received: Works under the general and/or technical supervision of a unit supervisor or division manager.
- Exercised: May provide technical guidance to support staff, interns, or lower-level planning personnel.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, and terminology of urban planning, including land use analysis, zoning, demographic and geographic analysis, environmental review, urban design, housing, transportation, and capital budgeting.
- Ability to research, interpret, and apply laws, regulations, and policies related to land use and planning.
- Proficiency in collecting, analyzing, and presenting complex planning data.
- Ability to prepare and deliver clear, concise, and well-organized written reports, maps, and presentations.
- Ability to manage multiple projects, prioritize tasks, and meet deadlines.
- Skill in using GIS software, Microsoft Office Suite, and other planning-related applications.
- Ability to work cooperatively and tactfully with elected officials, staff, developers, and the public.
- Strong interpersonal and communication skills, including the ability to resolve conflicts and provide excellent customer service.

MINIMUM REQUIREMENTS LISTED AS FOLLOWS:

PHYSICAL SKILLS: Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (50) lbs.

EDUCATION, TRAINING AND EXPERIENCE:

- Bachelor’s Degree in Urban Planning, Public Affairs, Public Administration, or a closely related field and two (2) years of experience as a City Planning Technician or equivalent; OR
 - Master’s Degree in Urban Planning, Public Affairs, Public Administration, or a closely related field.
- **Language Skills:** Some positions may require the ability to read, write, and speak fluently in a language other than English.
- **Preferred:** Experience with municipal planning, zoning administration, GIS mapping, and public presentations.

***ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

***DRUG-FREE WORKPLACE:** City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

***VETERANS' PREFERENCE:** Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION	REVISION DATE: 10/2025
FLSA STATUS: Exempt	
PAY GRADE: SEE CURRENT PAY GRADE SCALE	